

INFORMATION LETTER

Invoicing guidelines for suppliers

ABB Austria

Dear Supplier,

This letter is to provide you with the information required by ABB to ensure prompt payment to our suppliers.

We kindly request you to take time to read the document before sending your invoice to ABB.

Sending invoices to ABB:

Our preferred method of receiving invoices is in PDF format, **One(1) Invoice** with **One(1) Purchase Order(PO), per One(1) email** submission. As the Country does not have legal requirements on physical invoices, please refer to below details where invoices can be sent to:

I. Electronic invoices:

In Austria we have external providers for electronic signatures in place. If you want to send us invoices electronically, please contact us via email to: invoicing-sas.de-abb@de.abb.com

II. Invoices via email:

Invoices through email should be sent to this address: abbinvoices@de.abb.com.

- In order for invoice to be billed to the correct company, we kindly request you to refer to our Purchase Order (PO) to get the information. Please refer to **Appendix B** to understand how to view our Purchase Order information. This is an example of a Purchase Order. In case no invoicing address is provided, invoice have to be sent to the email address given above. You may refer to Austria's bill-to-name in this [link](#).
- If you are sending PDF invoices via email, please ensure you comply to the following requirement:

- The file size of the email should not be more than 20 MB in size
- **One(1) email** is to contain only **one(1) invoice** as one single PDF File. [invoices in word/excel will be rejected]
- Supporting documentation should be in the same PDF as the invoice, the **invoice being the first page**. Please note that supporting documents in word or excel should not be attached in the same email with the invoice. Entire email will be rejected due to unacceptable file format.
- Zipped file or email attached in another email are not acceptable
- If the paper invoice is scanned, the invoice image must be of at least 300 dpi resolution, black and white.
- The invoices billed to ABB are to be emailed only once. Do not use the above email addresses in copy of any correspondence or for sending the statement of accounts/quotations etc., all messages will be ignored.
- PDF are not secured or protected by a password

All invoices submitted will be either confirmed or rejected by ABB with an acknowledgment email. For this reason, we request if you are sending invoices from an automated or “no-reply” mailbox, please include an active email (attended by human).

When to send invoices to ABB:

Invoices should only be issued when goods risk and entitlement have been transferred to ABB, or when services have been completed based on agreement with ABB. This concerns also contractual agreements like advance payment requests and must be in line with the legislation of the country.

In order for ABB to process your invoices as early as possible, we do not recommend suppliers to consolidate the invoices and send in as a bulk as this will delay the processing time.

Information required on Suppliers' invoices:

Listed in **Appendix A** is the set of information needed to be present on the invoice copy to ABB. Additional to the standard legal requirement information, please note that ABB enforced **No PO No Pay** and would require the following information to be indicated on the invoice to avoid rejections.

- **ABB Purchase Order (except special categories)**
- **ABB Reference person**

IMPORTANT:

- We strongly recommend supplier to bill **ONE(1) Purchase Order** in **ONE(1) invoice**. If multiple Purchase Orders is included in one invoice, the invoice processing will take longer time and you will only be paid if only everything is fine
- Do not deduct credits from invoice. Send credit notes separately
- If you issue a credit note, please indicate the original invoice number referencing to the credit note
- Any additional costs not reflected on the Purchase Order shall be agreed with ABB prior to issuing the invoice, otherwise the invoice is liable to be rejected by ABB.

For enquiries or sending of Statement of Accounts (SOA), please send to the following email:

Invoice and payment enquiries: kreditorenbuchhaltung.sas@de.abb.com

Payment runs:

As part of a standardization process, ABB has introduced a once-a-month-payment concept – paying all suppliers globally at the same time. As a consequence, all invoices getting due during the month and then are paid in one batch at the beginning of next month – usually on 4th day of the month.


In general:

Please note this is part of the standard terms and conditions for supplying goods and services to ABB. If you would like to have information on ABB invoice process flow, or other relevant information, it can be found on www.abb.com/supplyingtoabb

Appendix A

Red circles are mandatory details that an invoice must indicate to ensure faster processing and avoid rejections. For any invoice that does not meet local country's legal requirement or does not meet this minimum requirement list is liable for rejection by ABB.

- 1 Correct **legal company name** and **address** of the entity placing the purchase order/service request:
- 2 **Supplier Name** and **address**. For ABB company registered address, please click on this [link](#).
- 3 **Invoice date**
- 4 **Invoice number**
- 5 **Invoice currency** as indicated in the related Purchase Order (PO),
- 6 **Total invoice amount**
- 7 **Document type: Invoice, Credit note**
- 8 **ABB Reference person**
- 9 **ABB Purchase Order**
- 10 **ABB Purchase Order line item**
- 11 **Unit Price**
- 12 **Quantity** – Mandatory for goods
- 13 **Net amount per line item**
- 14 **Payment Terms**
- 15 **Description of goods/services**
- 16 **Bank Account**



XYZXY

Tax Invoice

4 Invoice No.: 563ABB28
3 Date: 25 January 2024

Our Reference: Victor Kong
8 Your reference: Roberta Kaung

1 Invoice address

ABB Legal Company Name
Address 1
Address 2
Postal Code and City
ABB Company Ust-Id-Nr

Delivery address

Customer Name
Address 1
Address 2
Postal Code and City

Your supplier number: 41022
9 Your Purchase Order: 246429738
Delivery date: 24 Jan 2024

14 Terms of Payment: 90 days EOM
Incoterms: K705
Due date: 04 May 2024

Delivery Note: ASI0025

Pos. No	Item	Unit price	Quantity	Discount	Net amount
10 1	7640983 Metal spray double bearing Order date: 13 Jan 2024 Order Number: ABB2537 15	2,865.00	1 pc	0.00	2,865.00
3	1992039-1 Bearing House Order date: 13 Jan 2024 Order Number: ABB2537	200.00	2 pc	0.00	400.00
Subtotal:					3,265.00
18 VAT/MwSt (19%)					620.35
Total Payable Amount					3,591.50 6

2 XYZXY GmbH
Address 1
Address 2/
Postal Code and City

16 Bank Name
Beneficiary name:
Account No.:
Swift Code:
Bank Code:

17 Company VAT/Ust-Id-Nr.
Company business reg. number
Telephone

For local tax registered suppliers, it is mandatory to provide the below information on the invoice:

- 17 Supplier Tax registration number
- 18 MwSt/VAT amount and MwSt/VAT rate

Appendix B



ABB AG, Stierstädter Str. 5, 60488 Frankfurt/M

Firma

[Redacted]

Ihre Lieferantenummer bei uns

[Redacted]

Bestellung

Bestellnummer Datum Blatt 1/5
2204030454 29.10.2021

gedruckt am : 29.10.2021

Kostenstelle: 25002342

Ansprechpartner/in kfm./

Direct Mat. FRA GBS Krakau

Tel : +48 22 169 6114

Fax : +49 621 381 93 400406

EMail: DE-FRA-PA@ABB.COM

**EKG
907**

Ansprechpartner/in techn.

Tel : [Redacted]

Fax : [Redacted]

EMail: [Redacted]

Bitte liefern Sie an:

ABB AG

Stierstädter Strasse 5

60488 Frankfurt

Rechnungsanschrift

ABB AG

Kallstadter Str. 1, 68309 Mannheim

c/o ABB AG - GBS Finance

68129 Mannheim

Liefertermin

Tag 02.11.2021

Zahlungsbed.: 90 Tage netto

Kunden-Nr.: 11847546 ABB Automation GmbH)

Pos.	Bestellmenge	Einheit	Preis pro Einheit	Nettowert in EUR
00010	20	Stück	110,40	2.208,00
Gesamtnettowert ohne MwSt EUR				2.208,00

[Redacted]

=====

ABB AG

Postfach 10 01 54
 68001 Mannheim
 Telefon +49 621 3810
 Internet: www.abb.de

Sitz der Gesellschaft:
 Mannheim
 Registergericht:
 Mannheim
 Handelsregister:
 HRB 6064
 Steuer Nr.: 30180/10048
 USt-Id.Nr.: DE143640362

Vors. des Aufsichtsrates:
 Klaus Eble
 Vorstand:
 Markus Ochsner, Vors.
 (Vorsitzender)
 Alexander Zumbäler

Bankverbindung:
 Deutsche Bank AG
 Frankfurt am Main
 IBAN für Zahlungen in Euro:
 DE15 1207 0070 0240 2012 01
 IBAN für Zahlung in Fremdwährung:
 DE03 5007 0010 0650 6974 00
 BIC / SWIFT: DEUTDE33XXX

This is your company name and address

This is your vendor code

PO number to be indicated on invoice

ABB Reference person and email to be indicated on invoice

ABB company name and address that you need to bill

Agreed payment terms

Invoice to be same as PO currency

Total Net value amount per line item

Unit Price

Total PO Amount

PO line item number to be indicated on invoice

Quantity of purchase on invoice

Unit of measure